



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FOOD SERVICE**

**ADMINISTRATIVE POLICY #3  
SCHOOL YEAR 2003-2004**

**SUBJECT:** New National Daily Attendance Factor and Overclaim Documentation

**DATE:** September 17, 2003

Effective with the October 2003 School Meals Program Claim for Reimbursement, the new national daily attendance factor is 93.4%. The attendance factor is a percentage determined by USDA at least once each year that accounts for the difference between enrollment and attendance. The factor is calculated by dividing the total national average daily attendance by the total enrollment.

*School food authorities must continue to document any reported TOTAL MEAL SERVINGS that exceed 93.4% of enrollment multiplied by days served. The same documentation is required for FREE MEALS and REDUCED PRICE MEALS that exceed the established attendance factor (multiply number of reported Free and/or Reduced applications by number of days served by 93.4%). Without completion of the documentation, claims exceeding the 93.4% factor cannot be submitted for payment.*

*The required documentation will be available online as part of the monthly claim form on MEIS. Beginning with the October 2003 claim, each time a site exceeds the attendance factor for a given month, an error will be listed and the "Overclaim" button must be clicked. This will display the "Justification for Exceeding the Attendance Factor" form. The reason(s) for exceeding the factor must be entered and the form submitted (online) in order to certify the claim.*

If it is known that the factor will be exceeded for consecutive, multiple months of the year, select "Justification for School Year 2003/2004" on top of the form. This will eliminate the need for filling out the form again for the remainder of the year. If circumstances have caused the factor to be exceeded only during a particular month, select "Justification for Current Month Only".

**All individual school buildings are required to report enrollment every month. Be sure to report the number of enrolled children in all grade levels, including kindergarten, for each building.**

Questions regarding this memo can be directed to Pat Arend at 517-373-2438 or [arendp@michigan.gov](mailto:arendp@michigan.gov).

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324